

**COPY**

**MEMORANDUM**

17 May 1948

**TO:** Chief, FBIB  
Thru: ADO

**FROM:** General Counsel

**SUBJECT:** Purchase of a 12-passenger suburban bus

1. Attached is a memorandum for the Director from the Chief, Services Branch concerning the requisition from your office of a 12-passenger suburban bus for transportation of employees to and from the station to be established at Silesia. You will notice the remarks of the Chief, Services Branch and particularly the wording of the law therein quoted, which specifies that the approval of the head of the department is required for such procurement, and then it is permissible only under certain circumstances.

2. It is felt that the Director cannot properly determine whether this is a suitable case for his approval without further information and justification. We feel it would be appropriate for you to supply a memorandum of the facts tending to bring this situation within the quoted statute. It is suggested that a memo be submitted, outlining the circumstances including such information as the nature of the activity, the fact that employees live in Washington, the distance of the station from Washington, an approximation of the number of employees who cannot supply their own transportation, the type of public service and the schedules of public transportation with comments as to its adequacy or inadequacy in view of the needs for twenty-four hour operation, and any other facts which in your opinion tend to support this requisition. Upon completion, this memo may be sent directly to this office, as the Chief, Services has already concurred in this procurement.

/s/

LAWRENCE R. HOUSTON

**COPY**

00104820